

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency City of Salisbury		Division/Unit Office of the Mayor - Grants/Special Projects
ITEM NO.	DESCRIPTION	RETENTION
1.	Grants. --Open space, block, Main Street, summary of costs, correspondence, copies of invoices, financial status reports, request for funds, final request for reimbursement and other statistical documentation.	Retain for life of grant plus 3 years and all audit requirements have been fulfilled (period required to keep by grant or program), then destroy.
2.	Final Expenditure Report(s) (Non-Continuing Grants). --End of a project report accounting for the expenditure of grant funds submitted.	Same as Item 1.
3.	Financial Support Documents (Continuing Grants). --Working papers, summaries, spreadsheets and other data reflecting the expenditures of grant funds.	Same as Item 1.
4.	Financial Support Documents (Non-Continuing Grants). --Working papers, summaries, spreadsheets and other data reflecting the expenditures of grant funds.	Same as Item 1.
5.	Grant Agreement(s). --Official statements of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	Same as Item 1.
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>7/31/06</u> SIGNATURE <u>[Signature]</u> TYPE NAME <u>Lore' L. Chambers</u> TITLE <u>Grants Admin/Special Projects Dir</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>11 Dec 06</u> SIGNATURE <u>[Signature]</u>

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City of Salisbury		Office of the Mayor - Grants/Special Projects	
ITEM NO.	DESCRIPTION	RETENTION	
6.	Grant Application(s) - (Approved) -Narrative of nature and purpose of proposed project, amount of funds requested, matching funds, in-kind contribution(s), and plan of work.	Same as Item 1.	
7.	Grant Application(s) - (Not Approved)	Retain 1 year, then destroy.	
8.	Grant Project Warrant(s), Checks, Vouchers and Registers.	Retain 6 years or until all audit requirements have been fulfilled (period required to keep by grant or program), then destroy.	
9.	Project Reports. -Progress, problems and success reports in completion of grant project. (Periodic, annual, special and final).	Same as Item 1.	